

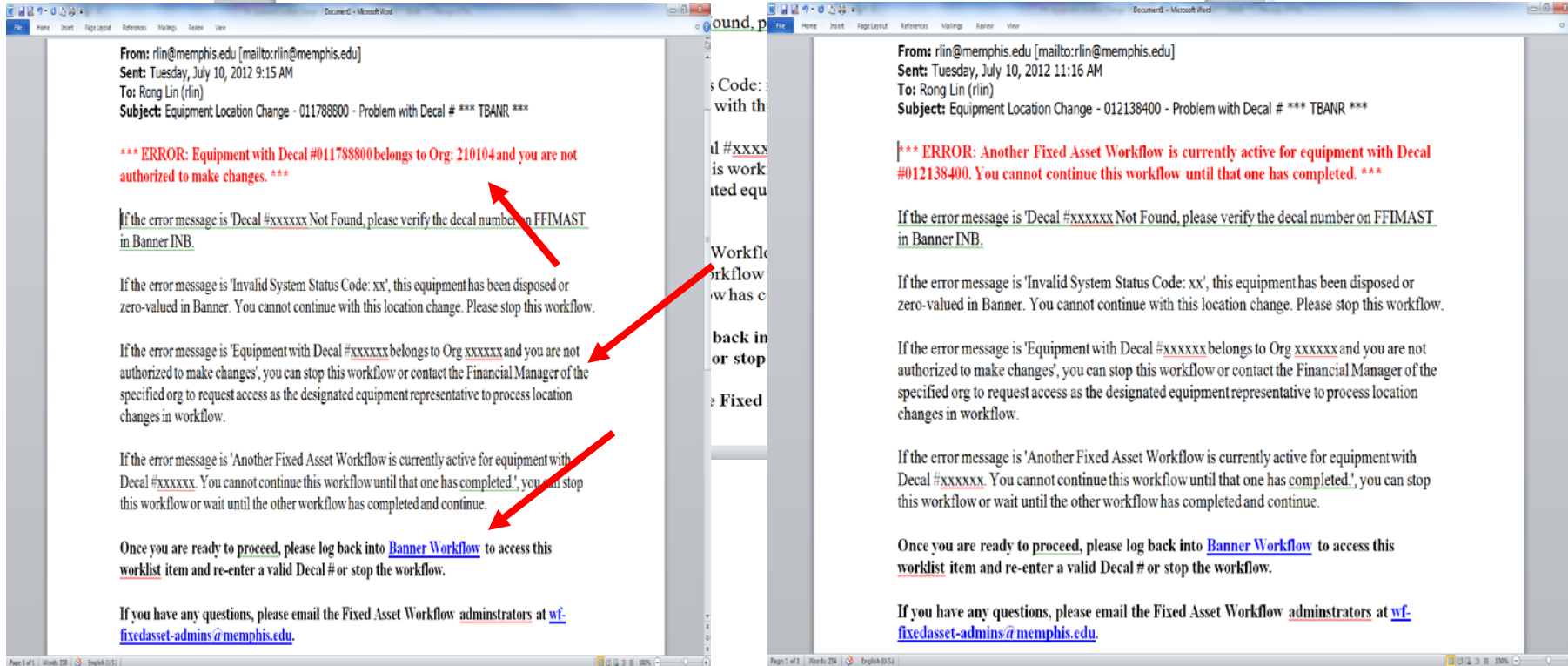
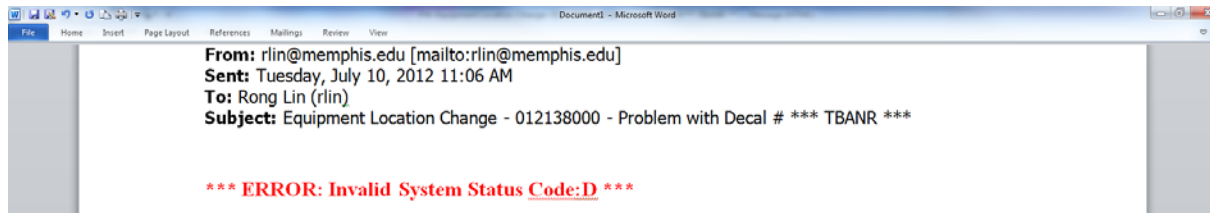
# Fixed Asset Workflow Errors



Accounting Office  
February 2014

# Error Emails

Review the error and the suggested solution



No matter what kind of error or resolution is, you have to go back to workflow to either continue or stop the workflow.

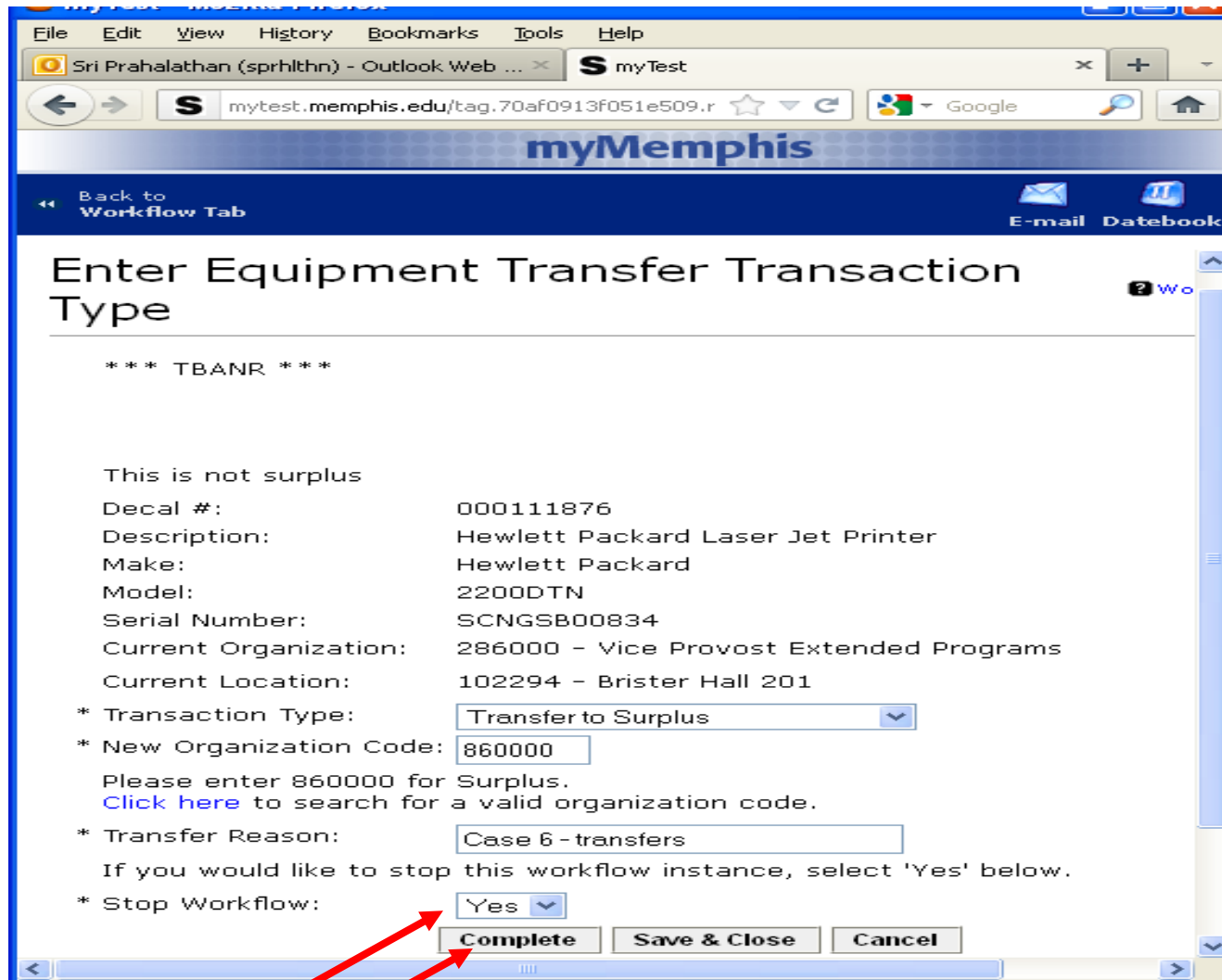
The screenshot shows a web browser window titled "myTest - Mozilla Firefox" displaying the "myMEMPHIS Production Staging" interface. The user is logged in as Michael L. Carter. The interface includes a navigation menu with tabs: Home, eCampus Resources, Workflow, Ethnicity Survey, Employee, Finance, Alumni, Student, Account\$, eCampus Student, and Adv.

The main content area features three panels:

- Workflow Worklist:** A table with columns: Organization, Workflow Name, Activity, Created, and Details. A red arrow points to the "Equipment Location Change" workflow item. The item details show "UOM", "000108592", "Ready", "Enter Correct PTAG", and "17-Jan-2012 09:48:47 AM". Below the table are links for "Refresh", "Show Entire Worklist", and "Open Workflow".
- Workflow My Processes:** A panel showing "UOM" and two links: "UOM Equipment Location Change" and "UOM Equipment Transfer".
- Workflow Alerts:** A panel with columns for Instance Name, Date, and Process Name. It includes links for "Show Alerts Page" and "Open Workflow".

The footer of the page contains the text: "Got a Question? Ask TOM | Contact Us | Memphis, TN 38152 | 901/678-2000 | Copyright 2009 University of Memphis | Import". The browser's address bar shows the URL: "http://mytest.memphis.edu/tag.70af0913f0...e%26hiddenav%3Dtrue%26workItemPK%3D170875". The Windows taskbar at the bottom shows the Start button and several open applications: "Banner Workflow 8.0...", "Workflow link - Windo...", "myTest - Mozilla Firefox", and "Document1 - Microsof...". The system clock indicates the time is 9:49 AM.

To stop a workflow, select "Yes" and click "Complete".



myTest

Sri Prahalathan (sprhlthn) - Outlook Web ... S myTest

mytest.memphis.edu/tag.70af0913f051e509.r

myMemphis

Back to Workflow Tab E-mail Datebook

## Enter Equipment Transfer Transaction Type

\*\*\* TBANR \*\*\*

This is not surplus

Decal #: 000111876

Description: Hewlett Packard Laser Jet Printer

Make: Hewlett Packard

Model: 2200DTN

Serial Number: SCNGSB00834

Current Organization: 286000 - Vice Provost Extended Programs

Current Location: 102294 - Brister Hall 201

\* Transaction Type: Transfer to Surplus

\* New Organization Code: 860000

Please enter 860000 for Surplus.  
[Click here](#) to search for a valid organization code.

\* Transfer Reason: Case 6 - transfers

If you would like to stop this workflow instance, select 'Yes' below.

\* Stop Workflow: Yes

Complete Save & Close Cancel

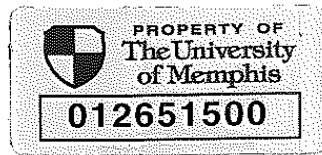


## Invalid decal is entered

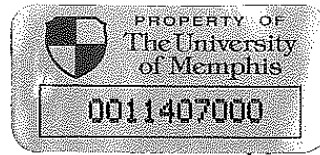
1. Verify 9 digit decal has been entered
2. Verify asset is active in banner



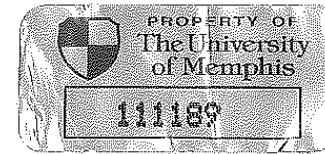
1. A valid 9-digit decal number is needed. Three different kinds of decals have been used.



Standard decal.  
Enter all 9 digits  
in Workflow.



Drop the 1st zero  
and enter the rest of  
9 digits in Workflow.



Add 3 zeros before  
entering the 6  
digits in Workflow.

2. Assets that were previously zero-valued, cannibalized, surplused, or disposed will not be processed ("D" or "C"). You will need to stop the workflow

Use Banner INB screen FFIMAST to check asset status

Oracle Fusion Middleware Forms Services: Open > FFIMAST

File Edit Options Block Item Record Query Tools Help

Fixed Asset Master Query FFIMAST 8.7.0.2 (PROD)

Asset Tag: 011327300

Master Information FFIMAST 8.7.0.2 (PROD)

Origination Tag:	011327300	Origination Tag Date:	30-SEP-2003
Permanent Tag:	011327300	Permanent Tag Date:	30-SEP-2003
Primary Tag:		Last Adjustment Date:	
Subordinate Type:		Origination Tag Cancel Date:	
Asset Description:	Apple Computer Emac		
Commodity:		System Status Code:	D

**Asset doesn't belong to your  
organization**



**Identify which org asset belongs to  
and notify equipment  
representative.**





# FFIMAST - Enter Decal

## Next Block 3 times

Oracle Fusion Middleware Forms Services: Open > FFIMAST

File Edit Options Block Item Record Query Tools Help

Procurement Information FFIMAST 8.7.0.2 (PROD)

Origination Tag: T00012439 Permanent Tag: 011835200 Dell Optiplex 740 Desktop

Vendor Code:

Purchase Order: P0014490 Purchase Item:

Receiver:  Receiver Date:

Invoice: I0144409 Invoice Date:  Submission Number:

Invoice Item:  Cancel Date:

Credit Memo:  Installments:  Recurring:

Other Source Data

Document: J0041934 Type: JV Sequence: 1 Document Tag Date:

Source Submission: 0

Transfer Data

Date:

COA: ☒ University of Memphis

Organization: 514000 Bursar

Location: 103732 Wilder Tower 115

Grant:

Custodian ID:

Equipment Manager:

Press NEXT BLOCK to navigate to the Funding Source Block.

Record: 1/1 | | | | <OSC>



The list of current equipment representatives can be viewed at  
<http://bf.memphis.edu/spectrum/eqreps.php>

FOAPALS

search by index  
search by fund  
search by organization  
search by program  
search by activity  
search by multiple fields  
search by orgn title  
search by index title

SIGNATURES

signatures by org  
signatures by name  
approval queues by org  
approval queues by name

EQUIPMENT REPS

assign equipment reps  
**view equipment reps**  
fixed asset workflow help

**Equipment Reps List by Organization**

Expand All

Collapse All

Export to Excel

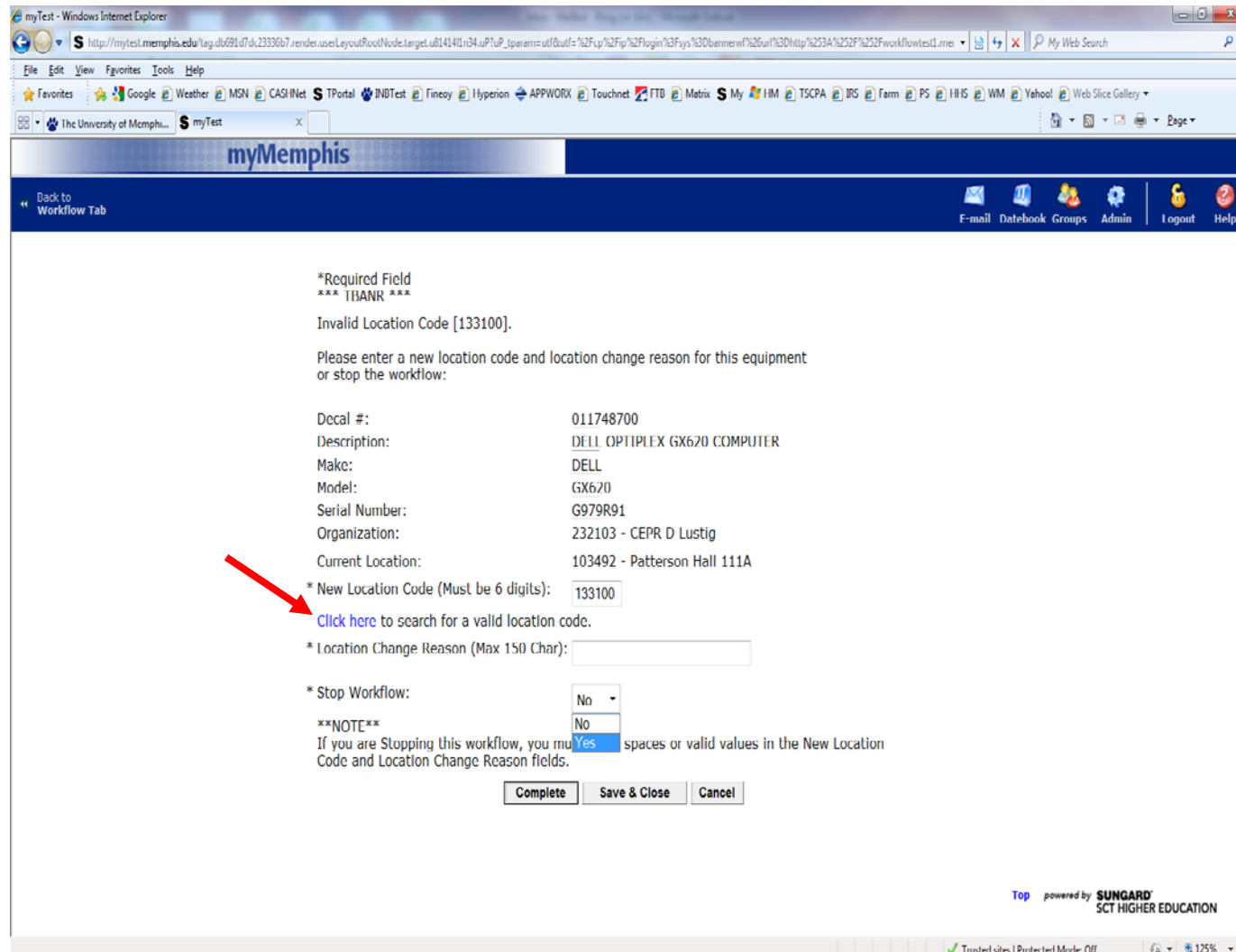
+ 10000  
+ 20000  
+ 30000  
+ 40000  
+ 50000  
+ 60000  
+ 70000  
+ 80000

**Narrow results displayed by entering any part of the organization code number, title, or equipment rep name below.**

Search



If you don't know the location code, click on the link to the "Finance Program Guide" where you can search for the location code.



myTest - Windows Internet Explorer

http://mytest.memphis.edu/.../render.aspx?LayoutRootNode.targetid=8141411n34...uP7uP...&url=...%2Fcp%2Flogin%3Fsys%3Dbanmerwf%26url%3Dhttp%253A%252F%252Fworkflows1.mer...

myMemphis

Back to Workflow Tab

F-mail Datebook Groups Admin Logout Help

\*Required Field  
\*\*\* IBANK \*\*\*

Invalid Location Code [133100].

Please enter a new location code and location change reason for this equipment or stop the workflow:

Decal #:	011748700
Description:	DELL OPTIPLX GX620 COMPUTER
Make:	DELL
Model:	GX620
Serial Number:	G979R91
Organization:	232103 - CEPR D Lustig
Current Location:	103492 - Patterson Hall 111A

\* New Location Code (Must be 6 digits):

[Click here](#) to search for a valid location code.

\* Location Change Reason (Max 150 Char):

\* Stop Workflow:

\*\*NOTE\*\*  
If you are Stopping this workflow, you must enter spaces or valid values in the New Location Code and Location Change Reason fields.

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Type in any part of a building name and click "Search". It will bring up a list of rooms in the building. Select the location codes from the first column.

Finance Program Guide - Windows Internet Explorer

http://bf.memphis.edu/spectrum/search-locations.php

File Edit View Favorites Tools Help

Links Google TWC Weather MSN CASHNet S TPortal INBTest Paweiny Hyperion APPWORX Touchnet FTB Matrix My HM

THE UNIVERSITY OF MEMPHIS

**Finance**  
Program Guide

Print Version

**Location Code Search**

Enter all or part of the building name and click Search to generate a list of corresponding Location Code matches.

Search Location:

Finance Program Guide - Windows Internet Explorer

http://bf.memphis.edu/spectrum/results-locations.php?title=Dunn

File Edit View Favorites Tools Help

Links Google TWC Weather MSN CASHNet S TPortal INBTest Paweiny Hyperion APPWORX Touchnet FTB Matrix My HM

THE UNIVERSITY OF MEMPHIS

**Finance**  
Program Guide

Print Version

**Location Code Results**

201 record(s) found.

Location	Location Title	Location Pred	Location Pred Title
112604	Dunn Elementary School	925	Dunn Elementary School
925	Dunn Elementary School	OFF	Off Campus
040	Dunn Hall	Main	Main Campus
105238	Dunn Hall 101	040	Dunn Hall
105239	Dunn Hall 103	040	Dunn Hall
105240	Dunn Hall 105	040	Dunn Hall
105241	Dunn Hall 106	040	Dunn Hall
105242	Dunn Hall 107	040	Dunn Hall
105243	Dunn Hall 108	040	Dunn Hall
105244	Dunn Hall 111	040	Dunn Hall
105245	Dunn Hall 113	040	Dunn Hall
105246	Dunn Hall 115	040	Dunn Hall
105247	Dunn Hall 117	040	Dunn Hall
105248	Dunn Hall 119	040	Dunn Hall
105249	Dunn Hall 120	040	Dunn Hall
105250	Dunn Hall 120A	040	Dunn Hall
105429	Dunn Hall 120B	040	Dunn Hall

# Questions?

Workflow Instructions:

<http://bf.memphis.edu/spectrum/fahelp.php>

Fixed Asset Workflow Helpdesk:

[wf-fixedasset-admins@memphis.edu](mailto:wf-fixedasset-admins@memphis.edu)

Accounting Office: 678-2271

